



FY 2014 Outcome Measure Reporting Instructions

Introduction:

Please make available the CDVSA Outcome Measure Survey for program participants to voluntarily complete and return to the program. Programs will be responsible for collecting data from the surveys and submitting the information in aggregate to the Council as part of the quarterly narrative reports. This survey replaces instruments you are currently using to gather the FVPSA outcome measures. Those outcome measures are now measures 1 and 2 on the CDVSA Outcome Measure Survey 2014. Please find the Outcome Measure Survey attached.

Counting Responses as “Yes” or “No”:

Program participants will be asked to rank their responses to the outcome measures on a scale of 1-5 or N/A. For the purposes of completing the Outcome Measure Progress Report FY 2014 quarterly report to the Council, a rank of 4 or 5 will be a “yes” response; a rank of 2 or 1 will be a “no” response; and a 3 will be counted as neutral.

Optimal Time for Surveys to be Completed:

We are using the standard of *substantial completion of services* for gathering surveys from participants. While it is not always possible to know/plan for a program participant’s departure, often it will be possible. We are defining substantial completion as:

- one week prior to leaving residential services,
- the next to last meeting of a support group or counseling sessions; and,
- the end of a non-residential advocacy assist if it doesn’t appear likely that on-going advocacy efforts will be required
- if on-going non-residential advocacy is required then substantial completion should be the next to last advocacy assistance

Even though there will be exceptions, please encourage program participants to choose the substantial completion of services timeframe to complete the survey. *Please find a guide to asking program participants to complete surveys from the National Resource Center on Domestic Violence attached.*

Additional Measures:

Both the Outcome Measure Survey and the Outcome Measure Progress Report will be in an Excel spreadsheet. Each program may have additional measures for use internally and/or for other funders. Feel free to add measures at the end of the form/s.

Reporting to the Council:

Aggregate information will be reported on the Outcome Measures Progress Report FY 2014 and submitted as part of each program’s quarterly narrative report. Please find the Progress Report attached to this email.